

PLANNING & BUDGET COUNCIL MEETING MINUTES

Wednesday, April 17, 2013

Building 2, Room 10 – 2:00 to 4:00 p.m.

Members present: Jennifer Castello, David Clay, Patty (Dilko) Hall, Sarah Harmon, Linda Hayes, Robert Hood, David Johnson, Rosalina Mira, Vickie Nunes, Karen Olesen, Martin Partlan, Jonna Pounds, Loretta Davis Rascon, Robin Richards, Amanda Torres, Mike Tyler, Lezlee Ware Members absent: Ruth Miller, Nancy Wolford

Guests: Debbie Joy, Kim Lopez, Jan Roecks, Maggie Souza, Dave Vigo

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF	The minutes were approved as amended.	David Clay, Academic
MINUTES		Senate President
		Jonna Pounds, Classified
		Senate President
2) BUSINESS		
A. Review of Benchmarks	The document "Draft for 2012/13 Student Equity Plan goals and Activities	David Clay & David
(Goals & Activity) for	(Benchmarks) were reviewed and discussed. Suggestions made included:	Johnson, Student Equity
Student Equity Plan	 Need to look at 5 years prior to 2010 if increasing or decreasing 	Committee Co-Chairs
	 Verify source of data and its validity and reference where all the data is from 	
	Need current graphic study of where students come from	
	Ethnicity needs to be consistent	
	Persistence Goal 2.4 need to create pathway	
	• Goals are good so long as we can support. What kind of support is available for goals and outcome?	
	• There are no responsible parties as to who is going to get the job done – need to delineate more clearly who is responsible and what resources are needed	
	Propose to put in program management lingo	
	Propose to make this a five year plan.	
	Tropose to mane and a rive year plans	
	This document will be taken to SSPC for their review and then brought back to the	
	Student Equity Committee with all suggested changes. Revised Student Equity Plan	
	will be brought back to the PBC for their review and approval in May.	
B. Strategic Enrollment Plan	Reported that the Academic Senate has confirmed the faculty members for the	Larry Buckley, College President

	Strategic Enrollment Planning Committee. A meeting is being planned for next Thursday at 4:00 p.m.	
C. Delineation of Functions in our District	At the last PBC meeting PBC members were asked to review the "Delineation of Functions" with their constituency groups and provide any feedback at the April 17th PBC meeting. This document is part of our District's accreditation process. A brief overview of the document was given noting that based on the 2007 ACCJC Policy, our district developed and officially adopted a Function Map that indicated the primary, secondary, and shared nature of the functions as identified in the accreditation standards. This document is reviewed every three years Jennifer Castello reported that the Humanities & Social Science Division reviewed the document at their Division meeting and support it. Jan Roecks asked that rest of the campus shared governance groups please report back to her by April 26 th with their feedback on this document.	Jan Roecks, Interim Dean of Business, Workforce & Athletics
D. Draft PBC Bylaws &	to her by April 26 th with their feedback on this document.	Robin Richards, Vice
Handbook	Proposed changes to the document included:	President Student
	 Changing title to College Planning & Budget Council By-Laws Page 9, Item V. Meetings, 2. Actions and Decisions – change the last sentence to read, "The College President shall explain his/her decision to the Planning & Budgeting Council (PBC)." Under Table of Contents, list the document titles of Appendix A and Appendix 	Services Lezlee Ware, AFT Rep
	B A motion was made and seconded to adopt the Planning & Budget Council By-Laws with the recommended changes. All members present agreed	
E. Accreditation Update	with the recommended changes. All members present agreed.	Robin Richards,
	 A copy of the April Accreditation News was handed out. Reported that finalizing work on Standard I. Currently working on Standard II and on the evidence page. Will be sending the latest Self Study draft to PBC on May 1st and going to PBC on May 15th for approval. 	Accreditation Co-chair Sarah Harmon, Accreditation Editor
	 At the last Accreditation Oversight Committee meeting, the recommendations from 2007 were reviewed and discussed. The campus is in the process of developing a Strategic Plan combining objectives from all campus plans and will be sending out to all participating groups. This will be on the PBC agenda for May 15th. Reported that the ILO survey is going well receiving 96 responses out of 350. Lezlee Ware, faculty, AFT rep, and sitting on the District Performance Evaluation Task Force reported that SLOs will be part of faculty self-evaluation 	

	and Dean's assessment of faculty. Distance Ed is also being discussed.	
F. Integrated Planning Calendar	Copies of the Integrated Planning Calendar were handed out and reviewed. The calendar displayed specific campus committees/groups, task involved, and timeframe for task. Noted that the items #22, #23, and #25 (see below) are being proposed to do on Flex Days. • #22 – evaluation of previous year ILO assessments and Dashboard benchmarks • #23 – set goals for upcoming year based on Strategic Plan, ILO assessment and Dashboard • #25 – PLOs assessments (from prior year's graduates) – results incorporated into spring annual plan By compiling the four calendars from the Participatory Governance Manual all activities that are occurring within the college can be seen at-a-glance. Several questions listed at the bottom of the document were reviewed. Members were asked to	Sarah Harmon, Accreditation Editor
G. Employee Voice Survey Results	share this information with their constituency groups and bring back any feedback they may have. A copy of the survey results was handed out and reviewed. Reported that 130 responses have been received.	Robin Richards, Vice President Student Services & Accreditation Co-Chair
H. Governance Evaluation	An annual review of the Participatory Governance Committee at the college was conducted at the meeting with PBC members. A final report that will include responses from all campus participatory governance groups will be given at the May 1 st PBC meeting.	Robin Richards, Vice President Student Services & Accreditation Co-Chair
3) DIVISION/COMMITTEE UPDATES	 Majors Day tonight at 6 p.m. in 6-101/102 PEP is in process College Research Conference April 18th at 2 p.m. in 6-101/102 Adjunct Appreciation Day on Monday, April 22nd 11:30a.m. to 1 p.m. and 4:30 to 6 p.m. in CIETL College Recognition Ceremony on May 10th at 4:30 p.m. in Gymnasium Retirement Reception on May 13th at 2:30 p.m. honoring Ron Trugman, Nancy Ward, & Nancy Wolford Campus End of the Year Party on May 16th at 3 p.m. Cañada Vista Business, Workforce & Athletics May 11th at 7:30 p.m. Main Theater – Dance in Motion PTK Evening of Academic Excellence May 11th at 5 p.m. in Gymnasium 	Division/Committee Reps

	• Upward Bound graduation on May 18 th at 2 p.m. in 22-114 Humanities & Social Sciences	
	• One Community, Many Dreams on 4/29 & 4/30 at 9 and 11:10 a.m. Main Theater	
	 Humanities & Social Sciences Awards Ceremony May 7th at 5 p.m. Theater Foyer 	
	• ESL Recognition Ceremony on May 8 th at 7:30 p.m. Main Theater	
4) NEXT STEPS	Accreditation	David Clay, Academic
	Strategic Plan	Senate President
	Governance Evaluation	Jonna Pounds, Classified
	Integrated Calendar	Senate President
5) MATTERS OF PUBLIC	At Phi Theta Kappa Spring convention, Cañada College's PTK was honored as being	David Clay, Academic
INTEREST	6 th internationally.	Senate President
		Jonna Pounds, Classified
		Senate President
6) ADJOURNMENT	The meeting was adjourned at 4:07 p.m.	David Clay, Academic
		Senate President
		Jonna Pounds, Classified
		Senate President